

# **Tri-State Christian Academy Student-Parent Handbook 2023-2024**



**Tri-State Christian Academy  
750 Steubenville Pike, Burgettstown, PA 15021  
(724) 947-8722 Main Office  
(724) 947-0821 Fax  
(724) 757-1785 Attendance Hotline  
4tca.org Website**

## COMMUNICATION

### Who do I talk to about.....

#### **Attendance, Tardiness, or Early Dismissal**

Jacqueline Griego

#### **Financial Questions- Tuition, Fundraisers, Donations**

Jacqueline Griego

#### **Lunch Bill & Menu**

Sue Miller

#### **Elementary- Kindergarten- 5<sup>th</sup> grade**

Your child's teachers

Erin Gum

#### **Upper School- 6<sup>th</sup>- 12<sup>th</sup> grade**

Your child's teachers

Lisa Ellis

### How do I get information about....

#### **School Calendar, Special Events, Announcements**

Parent Alerts

FACTS Family Portal

TCA Family Group on Facebook

Your child's teachers

Main Office

#### **School Closings and Delays**

WTOV-9 and KDKA

Parent Alerts

TCA Family Group on Facebook

#### **My Child's Academic Progress**

FACTS Family Portal

Your child's teachers

Erin Gum (Kindergarten-5<sup>th</sup> grade)

Lisa Ellis (6<sup>th</sup>-12<sup>th</sup> grade)

## **SECTION 1. INTRODUCTION**

### **A. Message from the Administration**

Welcome to Tri-State Christian Academy! Thank you for allowing us to educate your child as we help to transform them into dedicated disciples of our Lord and Savior, Jesus Christ. Our goal is to provide a Biblically based, academic education in a safe, nurturing, Christian environment. We believe that your child's experience at TCA, alongside your family and church, can result not only in academic success, but also in the formation of Christ-like character and the growth of God's kingdom.

Through the use of this handbook, we hope that you will be in a better position to understand and appreciate the objectives, policies, and practices of our school. We suggest you keep this handbook throughout the year for reference. You may also use it as a source of information when discussing Tri-State Christian Academy with others who might be interested in attending our school.

It is our prayer that we will be able to serve your family by providing a Godly training ground and that together as staff, parents, and students, we will bring glory and honor to Almighty God.

### **B. Mission Statement**

“The mission of TCA is to provide the best academic studies and to teach our students to develop Christian values that will prepare them for employment, higher education, and to become responsible, productive, Christian members of their respective future communities.”

### **C. Brief History of Tri-State Christian Academy**

Our school began in 1988 with a handful of students under the direction of James E. Rhodes, Senior Pastor, and M.R. Hawley, Associate Pastor of Mercy Baptist Church. The academy, known then as Mercy Baptist Academy, held classes in the church's Sunday school wing at 3474 Pennsylvania Avenue in Weirton, West Virginia.

Why Christian education? This answer was written by former youth pastor, R.J. Bush, in the first yearbook of 1991-1992:

*“In these days of educational decline, negative influences, and spiritual indifference, parents are confronted with a tremendous responsibility of rearing children. It is with that burden in mind that Mercy Baptist Academy was founded. The academy is here for parents who still desire a proper learning environment as well as a Christian education for their child.”*

When the 2000-2001 school year opened at the present facility the academy name was changed to Tri-State Christian Academy. The 12-acre campus provides us with the proper facilities to extend our ministry to children throughout the Ohio Valley.

### **D. Statement of Faith**

- We believe that only the Scriptures of the Old and New Testaments were inspired by God and are infallible and that they are of supreme and final authority in faith and life.

- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is fully God and fully man.
- We believe that man was created in the image of God, that he sinned and thereby incurred the penalty of physical death and the liability of spiritual death and eternal separation from God and that all human beings are born with a sinful nature.
- We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him are justified by faith in His atonement.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven and in His present life there for us as High Priest and Advocate.
- We believe in “that blessed Hope”; the personal and glorious return to earth of our Lord and Savior, Jesus Christ.
- We believe that all who receive the Lord Jesus Christ as Savior, by faith, are born of the Holy Spirit and thereby become the children of God.
- We believe in the bodily resurrection of the just and unjust, the eternal blessedness of the saved, and the everlasting conscious punishment of the lost.

#### **E. Statement of Moral Integrity**

Students need to be taught that the Bible dictates the standards for sexual behavior. This is particularly important in a society where young people can become confused by the conflicting values reflected on TV, in movies, on the Internet, some secular music, etc.

The Bible teaches that sex is God-ordained within the covenant of marriage and is a spiritual bond between (male) husband and (female) wife (Gen. 2:24; Matt. 19:4-6; Heb. 13:4; I Cor. 7:3-5). Those who are not involved in such a marriage are to live celibate lives (I Cor. 7:1, 2).

The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognized homosexuals, lesbians, and other deviates as perverted. Other Scriptures dealing with living godly lifestyles include Romans 12:1,2; I Cor. 6:6-20; Gal. 5:19-21; Eph. 5:3-5; I Thess. 4:3-8; I Tim. 4:12.

TCA’s Biblical role is to work in conjunction with the home to mold students to be Christ-like. Therefore, it is required that all those involved with TCA honor God by having lifestyles that are based on these Biblical standards. This includes (but is not necessarily limited to) administrators, faculty, staff, parents, students, and volunteers.

#### **F. Non-Admission/Disenrollment Based on Religious Principles**

On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, sexual orientation, or inability to support the moral principles of the school (refer to Statement of Moral Integrity). In some cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **G. View of Education**

Purpose of School: Tri-State Christian Academy is a non-profit, Christ-centered, non-denominational Christian school. TCA is an alternative choice of education that teaches Jesus Christ as the center of all learning and living and presents the way of salvation to each student. The religious training given at Tri-State Christian Academy does not stress any particular religious denomination but emphasizes a strong Bible foundation and basic principles of Christian conduct and character. Children are taught to obey their parents, to respect their teachers and those in authority, and to appreciate our great American heritage.

Role of Parent in Christian Education: God has given the parents the responsibility to teach their children. The Christian School is a tool to help the parent in fulfilling their responsibility of education. (Deut.7:4-9)

Role of the Teacher: The Christian philosophy of education is based on Christian teachers who understand these basic principles of Christian education, who are personally committed to them, and who demonstrate effectiveness in their ability to communicate them. (Phil. 4:9)

## **H. Statement of Non-Discrimination**

Tri-State Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Tri-State Christian Academy does not discriminate on the basis of race, color, or national origin in administration of its education policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

## **I. Membership**

Tri-State Christian Academy is recognized by the Pennsylvania Department of Education and is a member of the Association of Christian Schools International.

## **J. Alma Mater**

### GOD BLESS TCA

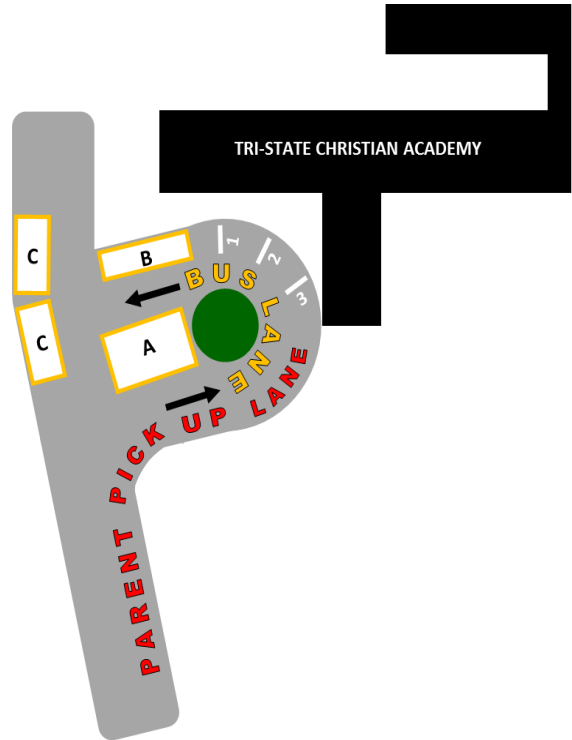
At Tri-State Christian Academy, we love each other like family.  
At work, at play, in our hearts we'll pray, "God bless TCA!" Our alma mater, TCA.  
May God's favor always rest on this place, and your children be strong, wise, and free.  
May each heart come to know of God's saving grace, let it be your greatest legacy!  
Though we may not know what tomorrow brings, still we'll lift our voice and sing.  
At work, at play, in our hearts we'll pray, "God bless TCA!" Our alma mater, TCA.

***TRI-STATE CHRISTIAN ACADEMY RESERVES THE RIGHT TO CHANGE POLICY AT ITS SOLE DISCRETION AT ANY TIME BASED ON WHAT IS IN THE BEST INTEREST OF THE SCHOOL.***

## SECTION 2. ARRIVAL & DISMISSAL PROCEDURES

### A. Pick-Up/Drop

1. The school doors open at **7:55**. For their safety, students should not arrive before 7:55 because they are unable to enter the building and are thus unsupervised. Students should remain in their vehicles until their doors open. The school is not responsible for any incidents that occur prior to the student entering the building.
2. Students must be in the building by **8:15** at which time all doors to the school will be locked for our students' safety. If it is past 8:15 you will need to park in area "A" and walk your children into the building. Do NOT park in the drop off lane and leave your vehicle. We will not open the door to students trying to buzz in. They must be accompanied by a parent or guardian to sign in for them. Please sign in your child as tardy at the receptionist window. Students should report to the office to receive a tardy pass to take to class.
3. **Dismissal begins at 2:45**. Please be prompt and patient when picking up your child. Please know and abide by the procedures for pick up and drop off. Safety is our priority.
4. Please do not distract the principal or staff member on dismissal duty as they need to focus on the safety of the students. If you need to meet with one of the principals, please schedule an appointment or wait until 3:00 when dismissal ends.
5. **Remain in your vehicle** to pick up your children and pull up to the furthest available stop bar (1, 2, or 3). Students are not permitted to walk further than area #3 to enter a vehicle unless directed to do so by the staff member on duty. Children must enter the vehicle on the RIGHT side. Impatient drivers may pull out ahead of you on the left and may not see your small children coming out between two vehicles.
6. If your children seem to be delayed coming out of the building, please be courteous to the other vehicles behind you and pull up to area "B" and wait there.
7. **REMAIN IN THE LINE AND WAIT FOR THE CAR IN FRONT OF YOU TO PULL AWAY.** This is important for our students' safety and to prevent accidents. Please be patient. Children are slow at times especially when car seats are involved or when multiple students are loading.
8. Students driving their own vehicles to school are to park in area "C". They will be dismissed first at the end of the day.
9. Any person driving erratically or in an unsafe manner may not be permitted on TCA premises. The school may issue a written warning prior to any official action.



## **B. Student Drivers**

For the safety of our students and their property, TCA requires that any student who drives to school must complete the Student Driver Regulations Form signed by parents and abide by the following rules:

1. Students driving to school are expected to be at school on time. Excessive tardiness to school will result in loss of driving privileges.
2. Vehicles must be parked in the student parking designated area and use the front entrance.
3. No student is permitted to enter a vehicle at any time during the school day without permission.
4. The student is not permitted to leave the school property until the 2:45 p.m dismissal.
5. The student is not permitted to leave the school property for lunch.
6. The student must not drive irresponsibly while on school property, and will keep the speed of 10 mph while on school property.
7. Parental permission is required for other students to ride in the student's vehicle.
8. All regulations of the state issuing the license will be enforced.

Any violation of these automobile rules will result in immediate revocation of driving privileges.

## **C. Emergency School Closure**

Emergency closings will be announced on WTOV-9 and KDKA. The school will also send a Parent Alert Text Message and post in our TCA Family Facebook Group as soon as possible.

When there is bad weather, one of two messages will be sent: (1) school is closed, or (2) school is delayed. If no message is aired, then one can assume that school is in session as usual.

When school is delayed by two hours, doors will open at 9:55 and the 1<sup>st</sup>-period bell for grades K-12 will ring at 10:20 a.m. and the students will meet for each class for an abbreviated time. When school is delayed no breakfast will be served.

Do not assume because the public schools have canceled or delayed that TCA has done so. Look for a specific announcement for Tri-State Christian Academy. By carefully determining weather conditions for our families, we hope to avoid missing unnecessary days. If the public school providing transportation for your child is delayed or canceled and TCA is in session, please find transportation for your child to school that day. However, if you are unable to find alternative transportation, your child's absence/tardy will be excused.

## **D. Change in Child's Transportation**

Students must submit to the office written permission/text from parents in order to change their usual transportation arrangement. If they are to go home on with another student the school must have written permission/text from BOTH parents. Word of mouth by the student is not sufficient to change transportation arrangements.

### **E. Leaving the Building**

Students MUST NOT leave the school building other than at regular dismissal time, except by permission of the school office. A signed written note or text from a parent, MUST be presented to the school office for approval prior to the time of early dismissal. Parents MUST sign the student out when leaving early. Student drivers may sign themselves out with a signed note or text from the parent. Please text all early dismissal permissions to 724-757-1785.

Due to time and safety issues, students will not be permitted to leave the premises for lunch.

### **F. After School**

Students staying for approved after-school activities MUST have adult supervision and are to remain on the premises until picked up by parents or other authorized /designated individuals.

## **SECTION 3. ATTENDANCE POLICY**

Daily attendance is required by Pennsylvania state law and essential for successful completion of study. The most common cause of academic failure is absenteeism. Because Tri-State Christian Academy expects students to succeed, we require students to attend school regularly and be prompt in arriving for classes.

### **ABSENCE**

To comply with state law, all schools must record excused and unexcused absences. For uniformity, the following procedures should be followed.

#### **A. PROCEDURE**

- a. When a student is absent, it is the responsibility of the parent or legal guardian to inform the school by **calling or texting the Absence Hotline at 724-757-1785** of the reason for the child's absence. Messages on the attendance hotline number will be checked from 7:45 am till 3:30 pm.
- b. If you do not call or text the Absence Hotline, upon returning to school, the student must present a **written note**. If phone contact or note is not presented within three days of the absence, the absence will remain unexcused.
- c. Please do not call the main office or contact the personal cell numbers of the principal, teachers, or other staff members to report absences. **The only contact that counts towards an excused absence is through the Absence Hotline.**
- d. If a parent does not contact the school, the school shall contact the parent/guardian within two hours of school starting time, or as soon as feasible, to confirm a student absence.
- e. Participation in school functions (sporting events, formals, field trips, etc.) is contingent upon regular school attendance.

#### **B. SICK DAYS**

**Students may use a total of 10 absences with no more than 3 of them being unexcused.** When the number of sick days exceed 10 the Student Attendance Board (SAB) will convene if necessary. Parent will be notified of a pending hearing.

- a. **Excused Absences**



The following are legal, excused absences as approved by Tri-State Christian Academy.

- A. Personal Illness (verified by parents/guardians)
- B. Illness or injury with a physician's written notification.
- C. Death in the family.
- D. Chronically ill with proper documentation from physician.

Absences for all other reasons not stipulated in this policy will be considered **unexcused**.

**b. Unexcused Absences**

After three (3) unexcused absences, the Attendance Director will serve the first written notice to the parent/guardian. The parent/guardian may contact the Attendance Director for any appeal or clarifications of the attendance history.

In the case of five (5) unexcused absences of a student during a school year, the Attendance Director will serve a second written notice to the parent/guardian stating they have five (5) days to schedule and meet with the Student Attendance Board to discuss and correct the circumstances causing the unexcused absences. If the parent/guardian does not comply with this provision, the Attendance Director shall file complaint against the parent/guardian before the magistrate of the county of residence of the child.

**C. CONSEQUENCES OF EXCESSIVE ABSENCES-** Students with excessive absences will be required to attend Saturday detention the first Saturday of the month from 9-11 am. A \$20 detention fee must be paid to the Detention Monitor. Failure to attend an assigned Saturday Detention may result in the student's dismissal from TCA.

**D. PARENT REQUEST DAYS-** These are limited to five (5) days for the school year and require written notice one (1) week in advance. These days may be used in the event of vacations, weddings, or other family events.

**E.** For calculating purposes, attendance will be recorded to the nearest half day according to the following definitions:

- Full-day attendance is being present at least 75% of the school day. (4.5 hrs)
- Half-day attendance is being present 50% to 74% of the school day. (3 – 4.4 hrs)
- Less than 3 hours will be considered a full-day absence.

**LATE ARRIVALS (TARDY)**

Students who arrive after 8:15 am must report to the Front Office with a parent or guardian. Parents are responsible to sign their child in and provide an excuse for the late arrival.

Continual tardiness may result in after-school detention, Saturday detention, suspension, or dismissal at the discretion of the School Attendance Board (SAB).

**If a student drives him/herself to school, that privilege will be revoked after five (5) tardies.**

**EARLY DISMISSAL**

Students will not be dismissed from school before 2:45 pm unless the parent/guardian, or individual designated by the parent or guardian comes to the school and signs out the student. Age of student is not an exception. Student drivers may only sign themselves out with

written permission from parent/guardian through a note, email, or text.

### **MAKE-UP WORK**

All students will have the opportunity to make up work missed due to absences.

- A. Upon returning to school, it is the responsibility of the student to contact the teacher(s) for make-up work and to complete all work within the time allotted. For absences anticipated to extend beyond two days, the parent/guardian may notify the school and request make-up work to be sent home with a sibling or be picked up at school.
  
- B. When requested, teachers will provide make-up work and inform students of the procedures to be followed in obtaining and completing work.
  
- C. The number of days absent is the number of days the student has to turn in missed assignments or to make up tests.

## **SECTION 4. PERSONAL APPEARANCE POLICY**

We want to instill in students that personal appearance reflects their character. Therefore, dress and personal hygiene at school must be modest and reflect Christ-like character. Parents must know the following standards and be sure students are in compliance upon arriving at school or a school function.

### **REGULAR DRESS- K-12th grade**

#### **TOPS**

- Solid color polo shirt, any color except white.
- TCA Spirit Wear t-shirts sold through the school.
- Uniform cardigan sweater in a solid color, worn over any of the above shirts.
- Solid- color quarter-zip pullovers or crewneck sweatshirts. No hoods or writing.

#### **BOTTOMS**

- Jeans, cargo pants, joggers, cargo shorts, or denim shorts.  
The following colors are approved: black, blue, or khaki.  
(Shorts must be no more than 3 inches above the knee when seated)
  
- K-5th grade Girls: Black leggings (not see-through). Must be worn with a top long enough to cover the rear end.
  
- K-5th grade Girls: Uniform skirt, jumper, or dress in blue, black, khaki, or plaid with black leggings or shorts underneath. Length must be no more than 3 inches above the knee when seated.

#### **SHOES**

- Tennis shoes, loafers, boots. All footwear must have a toe and a heel.

### **GYM ATTIRE- 5th-12th**

#### **TOPS**

- T-shirt/sweatshirt or sleeveless shirt (TCA, Mercy, Weirton Christian Center, Be United in Christ, Christian logos, sports logos, or solid colors. No band t-shirts are allowed.)

#### **BOTTOMS**

- Shorts no more than 3 inches above the knee when seated
- Sweatpants or athletic pants.

#### **SHOES**

- Athletic shoes with socks.

### **DRESS DOWN DAYS- K-12th grade**

- Anything listed under Regular Dress or Gym Attire.
- Camo, flannel, or plaid shirts
- Shirts with sports teams, Christian messages, Mercy Baptist Church, Be United in Christ, Weirton Christian Center.
- Athletic or basketball shorts. (No more than 3 inches above the knee when seated).
- Sweatpants, athletic pants, or warmups.
- NO hooded sweatshirts or band t-shirts are allowed.

### **DRESS UP DAYS- K-12th grade (Picture day, special events)**

- Anything listed under Regular Dress, Gym Attire, or Dress Down.
- Girls: Dresses, jumpers, or skirts (knee-length or longer). Sleeveless outfits must be worn with a t-shirt underneath or a uniform sweater on top.
- Girls: Hose, tights, leggings, or shorts must be worn underneath dresses, jumpers, or skirts.
- Upper School Formal: All dresses must be approved by the Administration prior to the event.

### **General Appearance**

#### **Hair-**

Must be well-groomed and not covering any part of the face. Bangs must be above the eyebrow and/or out of the eyes.

#### **Body-**

Piercings may be in the ear only. No other piercings are permitted.

No gauges, spikes, hoops larger than 1" in diameter, no earrings that hang down more than 1" below the ear, no facial or body piercings, and no spiked or dog collars are permitted.

Natural-looking makeup is permitted.

No visible body art or tattoos are permitted. Students are not permitted to have writing on their skin.

## Miscellaneous

**Backpacks, purses, other bags, and laptop cases-** Must be appropriate for a Christian school. May not include anything that promotes drug or alcohol use, violence, sexuality, or other anti-Christian messages.

## Non-Compliance

### K-12th Grade

Students not in compliance with the standards above will be sent to the office to be loaned clothing that is appropriate and parents will be notified. The clothing loaned by the school is expected to be washed and returned the following day. Hair must be in compliance by the following Monday. Continued offenses will result in a meeting with the administration.

## SECTION 5. GENERAL INFORMATION

### BUILDING CONDUCT

#### During Lunch Period:

- Prayer for lunch will be offered in each classroom before going to the lunchroom.
- Students will line up behind the gray line and watch for their turn to stand in the doorway to enter the kitchen.
- Conversation shall be in a normal tone of voice.
- Students will sit facing tables. No standing, kneeling, turning around, or sitting sideways will be allowed.
- No object, food, or paper will be tossed or thrown in the lunchroom.
- No trading or sharing of lunch items with other students!
- All papers, drinks, food, and crumbs shall be removed from tables and placed in waste containers when students are dismissed.
- Students will be courteous in the lunch line and to all lunchroom/kitchen personnel.

**Hallways:** Running in school hallways will not be permitted. Students should stay to their right in the hallway. No horseplay or games will be permitted in hallways. Students should speak quietly in the hallways as a courtesy to other classes that are in session.

**Playground:** No baseballs or hard balls will be permitted on the playground. Students will only play in the designated areas. No snowballs will be permitted. Playground equipment must be used as intended. All playground equipment shall be returned to its proper location after recess. Students in 6<sup>th</sup>-12<sup>th</sup> grade are not permitted on the large jungle gyms.

**Restrooms and at Water Fountains:** When students are on a restroom break, there is to be no hanging out in the restrooms. All conversations in the restrooms should be quiet. There will be no tolerance for "horseplay" in the restrooms or at the water fountains.

**Stairways:** Running and jumping/skipping steps will not be permitted up or down stairs. Students should stay to the right on the stairways.

**Recess:** All students in Kindergarten-12<sup>th</sup> grade have daily recess. Students will be required to go out for recess (even on cold days) unless the weather is wet or extreme. For this reason, please make sure your children are dressed for the weather (gloves, hats, etc.).

Students will WALK to the playground or play area on days recess is held inside. Students are to take necessary coats or sweaters with them to lunch. Students will be allowed to stay in from recess only when a note has been received from the parent because the child has been ill recently. Students staying in from recess must report to the office.

## **CELL PHONES AND SMART WATCHES**

No cell phone or smart watch use (in any way) is permitted in school from the time the student enters the building until the student leaves the school premises unless the student is given specific permission from a teacher or administrator.

For grades K-5, cell phones are to be given to the classroom teacher at the beginning of the day and will be returned at dismissal.

For grades 6-12, students are required to sign in their cell phone and/or smart watch upon entering the building, turn it off or silence it, and put it in the cell phone locker at the front entrance of the school. At the end of the day, they may retrieve it from the cell phone locker. The locker keys are kept secure in the main office during school hours. The cell phone lockers are assigned at the beginning of the year or when a student begins bringing a cell phone to school. Cell phone lockers are assigned to families so that siblings use the same one. Students may also choose to share a cell phone locker with a trusted friend.

### Consequences for unauthorized possession or use of a cell phone and/or smart watch:

- 1<sup>st</sup> offense - Confiscation of phone and/or watch for up to one week.
- 2<sup>nd</sup> offense - Confiscation of phone and/or watch for up to two weeks.
- 3<sup>rd</sup> offense - Confiscation of phone and/or watch for up to three weeks.
- 4<sup>th</sup> offense - Confiscation of phone and/or watch for up to the remainder of semester if longer than three weeks.
- 5<sup>th</sup> offense - Confiscation of phone and/or watch for remainder of the school year.

Confiscated phones or watches will be kept in a safe in the school office.

## **DISCIPLINARY PROBATION**

Students may be placed on probationary status if they do not respond positively to the discipline measures applied. Probation is a period of time given to a student to resolve a serious problem and may be enforced by the administration from 30-90 days. At the end of the probationary period the Discipline Board will review the case and make recommendation as to further action needed or the student's enrollment status.

The behavior concerns in the Discipline Policy for Grades K-12 are not necessarily an exhaustive

list, rather an illustration of the types of conduct and activities which are unacceptable at TCA. **This system is used as a guideline and is subject to change at any time as deemed necessary by the administration.** Some problems warrant special consideration and will be dealt with on an individual basis. Any unforeseen conduct violation will be handled by the administration. These situations could include: committing a serious breach of conduct inside or outside the school, which has an adverse effect on the testimony of the school. Action taken by the school will be based on the nature and degree of the offense and will be left to the discretion of the administrator. Acts of rebellion against school norms or complete lack of cooperation by students or parents could result in disenrollment.

## **FOOD & DRINK**

### **Breakfast / Lunch Program**

TCA participates in the National School Lunch Program (NSLP) which provides breakfast and lunch to all students. A menu will be sent home each month for you and your child to select the days you want to buy a hot lunch. For the remaining days please send a sack lunch with your child. Families will receive a bill each month for breakfasts and lunches purchased the previous month. Please pay your lunch bill in a timely manner.

The NSLP pays for ONE breakfast and/or lunch. Reduced price for breakfast is \$0.30 and lunch is \$0.40. Full price for breakfast is \$1.50 and lunch is \$2.00. Any additional items your child selects will be charged \$1.00 regardless of free or reduced status.

Breakfast items available each morning include cereal, muffins, granola bars, microwavable breakfast sandwiches, toaster waffles, Pop-tarts, etc.

Each family will be asked to complete the application for this program each year to determine if your family qualifies for free or reduced lunch. It is important that ALL families complete the application, even if you know you won't qualify, because we receive Title 1 funding based on 100% of applications submitted. Title 1 funding brings thousands of dollars to our school each year which is used for interventionists and purchasing technology and instructional materials.

### **GENERAL GUIDELINES**

Students eating and/or drinking in the classrooms will be left to the discretion of each classroom teacher.

ALL beverage containers should have a cap or lid. No open cans or cups are permitted. Students in 9<sup>th</sup>-12<sup>th</sup> grade only may bring energy drinks but must put them in a container with a cap or lid.

### **Electronic Devices Use**

Students are not permitted to use individually owned electronic equipment such as music playing devices or Internet ready devices (iPods, iPads, tablets, laptops, MP3 players, CD players, handheld video games, CDs, Smart Watches, etc.) during school or at school-sponsored activities without permission from the principal and/or teacher.

Cameras (digital, cell, or other) can only be used during the school day as part of a class assignment and/or with teacher permission and with the consent of the subject(s) in the picture.

## **Emergency Procedures**

Please refer to the Emergency Procedures section of the Health & Safety Policy.

## **Field Trips**

TCA believes that field trips provide a valuable educational experience for students. Parents will be notified beforehand and must sign a permission slip in order for the student to participate. If needed, parents may volunteer to drive on a field trip. Those parents must read, sign and submit the Field Trip Volunteer Driver form and conform to TCA Field Trip policies concerning chaperones and drivers. Chaperones also must submit the Volunteer Chaperone Form. Students with excessive absences, tardies, or behavior violations may not be permitted to attend field trips.

## **Fund-Raisers**

Tuition only provides a small percentage of our budget. Fund-raising and contributions provide most of our operating expenses. There are several major and some minor fund-raisers held throughout the year. All parents are asked to support these fund-raisers as a part of the TCA school family.

## **Lockers**

- Lockers are furnished to all students in Grades 4-12.
- No student should ever enter another student's locker without permission.
- No student should store the belongings/books of another student.
- Lockers are inspected periodically. They must be kept clean and neat.
- Tape or any kind of permanent adhesive is not to be used for the posting of any items inside the lockers. Magnets are the preferred method.
- Food and drink, other than sack lunches, are NOT to be kept in the lockers.
- The administration reserves the right to check the lockers at any time.
- The student occupying the locker is responsible for the damages done to the locker.
- Locker numbers and combinations will be assigned by the principal.

## **Lost and Found**

"Lost and Found" items are kept in the school. If you are looking for a lost item or wish to turn in a found item, please visit the school office. At the end of the year any unclaimed items become the property of the school and will be given away or discarded.

## **Money**

When money needs to be sent to school for various activities, TCA Shoppe, etc., please do the following:

1. Place the money/check in a sealed envelope.
2. Write the student's name on the envelope.
3. Write the amount of money inside.
4. Write the purpose the money is being sent.
5. Sign your name.

When making a **TUITION** or **LUNCH BILL** payment, please bring it to the front office in

person (following the instructions listed above) or mail it to the school. **DO NOT SEND IT WITH YOUR CHILD.** We have had students lose tuition payments or leave them in their lockers/backpacks for several weeks. Also, do not hand it to the principal or staff member during drop-off/pick-up times.

### **TCA Shoppe**

The school store is available for students to purchase snack items, drinks, and some school supplies should they run out. Students wishing to purchase items in the TCA Shoppe MUST purchase a punch card. \$5 and \$10 cards are available in the school office. These cards are kept in the store and are used as a “declining balance”. Please do not send your child with cash to buy items in the store. The NSLP only allows us to sell food items during certain times of the school day so the hours are limited to: 7:55-8:15 and 12:30-2:30.

### **Prohibited Items**

- Energy Drinks- Kindergarten-8<sup>th</sup> grade.
- Gum
- Hazardous items such as pocketknives, matches, lighters, etc.
- Glass containers.
- Pets, unless granted permission by the teacher and principal. When permitted, it must be in conjunction with a learning situation. **No animals are permitted in the building without prior approval from the office.**
- Toys from home

### **Respect of Property**

Much expense and effort has gone into improving the building. Caring for school property is the responsibility of each and every member of the TCA family.

The way the property is maintained and cared for is important because it reflects the Christian testimony of the school and of its students. Willful damage, defacing of, or destruction to school property will not be tolerated. The student/and or parent must pay for all damage, whether the incident was willful or accidental.

If a student willfully destroys school or private property, suspension and subsequent dismissal may be necessary. If a student happens to damage something by accident, he/she should report it to a teacher or administrator immediately.

Our volunteer custodians work very hard to keep the building clean for all of us. Please remember that the custodian is not in the school to serve us but is serving God through his/her contribution to the school. It is our duty out of loving consideration for the custodians to help in any way we can - by cleaning up after ourselves and helping to keep the hallways, restrooms, gymnasium, and lunchroom clean and neat. Nothing less will be expected of any student.

### **School Related Communications**

For the protection of all involved, including the staff, parents and students of TCA, all school related issues, comments, conversations, and questions should be posted only through the official



TCA website/e-mail or through a phone call to the office during school hours.

### **School Telephone Use**

All school telephones are for school business only. Students are not permitted to use the telephone without permission from a staff member and only for unforeseen circumstances. Students will not be allowed to call home for forgotten items, assignments, or to communicate things that can or could have been taken care of at home. Teachers and students should not be called during school hours except in the case of an emergency.

### **Sexual Harassment Policy**

- Sexual harassment has no place at Tri-State Christian Academy, whether between the supervisor and the supervised, between co-workers, between employees and the students, between students, or between any student or employee and a member of the public visiting the school.
- For the purpose of this policy, sexual harassment shall be defined as follows: “Sexual harassment is the solicitation of sexual activity or references to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer.”
- In the event that any employee or student of the school is suspected of sexual harassment occurring on school property or occurring off school property, but involving the possibility of coercion due to the non-offender’s status as an employee or student, the school administration shall promptly investigate the allegation. Any employee of the school who becomes aware of, or suspects activity constituting sexual harassment shall immediately report it.
- Complaints or information regarding sexual harassment shall be directed to the Administrator or his/her designee who shall have a duty and the authority to conduct an independent investigation in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The administration shall then take such preventive, remedial, or disciplinary action as the circumstances warrant, up to and including termination or expulsion, following established procedures.

### **Texting / Telephoning Staff**

Due to consideration for the staff and their need to devote time to their families, parents and students are requested to not call or text the teachers, secretary, staff, principal, or administrator at their homes except in emergencies (Students forgetting their homework assignments is not an emergency). Please honor this request.

If you need to talk with a member of the faculty, please call the office between 8:30 and 3:00 and leave a message. Your call will be returned as soon as possible. Faculty members are not on duty after 3:00 p.m. You may use FACTS Family Portal to communicate with the teacher via email. Some of our faculty may be gracious enough to extend the after-school hours they are willing to accept calls/texts. They will let you know their hours at the beginning of the year.

## **Visitors, Parents, and Volunteers**

### **A. Visitors**

We ask that all visits be arranged in advance through the office. You may call the office at 724-947-8722 to let the staff know you're coming or to schedule an appointment.

Visitors will need to ring the buzzer to the right of the front door for admittance. Upon arrival, all first-time visitors will be asked to show photo identification and be signed in to our system. All visitors need to sign in at the computer kiosk inside the front entrance and wear the visitor badge that will be printed for you.

Please adhere to the following guidelines when visiting our school:

Wear proper attire.

Use designated parking areas.

Refrain from smoking or vaping. Smoking or vaping is not permitted on school premises or at school related activity.

### **B. Parents**

To drop off a forgotten item, such as lunch, books, etc., you may leave it in the carousel at the main entrance. Please push the buzzer to the right of the entrance to speak to the office staff.

To sign your child in or out, please ring the buzzer and tell the office staff why you're entering the building. Parents must come to the receptionist window at the main office to sign their child in or out. You will not be required to sign in on the computer kiosk if this is the only purpose for your visit.

For all other visits to the school, please sign in at the computer kiosk and wear the badge printed for you for the entirety of your visit to the school.

If you are waiting to be seen for a meeting, please have a seat in the black chairs in the lobby area and wait to be called. No one is permitted to roam the halls, enter classrooms, or interfere in daily happenings.

### **C. Volunteers**

Volunteers are very important to the day-to-day operation of our school. We depend on volunteer staff 100% to serve breakfast and lunch in the kitchen, clean our building, provide school maintenance, and occasionally assist in the classrooms. If you can help in any way please contact the school office to be assigned.

When you are a volunteer at TCA, you must sign-in at the computer kiosk inside the front entrance. When you sign in, you will receive a sticker/badge to identify you as an authorized volunteer during your time in the building. This is required for the safety of our students, volunteers, and school.

Parent/Grandparent volunteers are not permitted to eat lunch with their child or grandchild, etc. or in any way fraternize with their child in a way that disrupts the flow of the school day or interferes with the ability of school staff to do their jobs. Parent volunteers are expected treat

their child as any other child in the school and are not permitted to give them special treatment or show favoritism. Parent volunteers are not permitted to take their child home early when their assigned task has been completed. We ask that volunteers stay in their assigned areas and do not congregate in the lobby area as it may become congested.

### **Weapons / Threats of Violence Policy**

**Weapons**: Students who possess or claim to possess, use, or threaten to use, or display a weapon at school, or at a school event shall immediately be suspended from school pending full investigation. Students will be subject to expulsion from TCA and to legal prosecution. A weapon is defined to be any material or object (by design or by its use) that can be used to harm, injure, threaten, or intimidate another individual or oneself. This includes look-alike items and nonfunctional items. Possession includes, but is not limited to, any student found to have a weapon in his/her locker, book bag, purse, or car, or on his/her person, or who has brought such an item onto a bus provided for daily student transportation, or onto any transportation provided for school-related events. This rule is in effect 24 hours a day, seven days a week.

**Threats of Violence**: TCA has a no tolerance policy involving threats of violence by students whether the threat involves a weapon or is a physical or verbal threat. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Students making a threat of violence will be immediately suspended pending full investigation. If the school determines that the threat of violence is credible and specific (directed toward particular students or staff), the student(s) making the threat of violence will be subject to expulsion from TCA, and the threat will be reported to the appropriate legal authorities. The school administration will also report the threat to the one(s) who were threatened. For purposes of this policy, credible means reasonable belief or suspicion, determined at the discretion of the administration, that the threat was or might be genuine, or that the student might be capable of carrying out the threat. In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These will include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school may require the student to obtain counseling, at family expense, from a Christian counselor or other professional approved by the school in order for the student to remain enrolled at TCA. No student will be permitted to continue enrollment in the school if the counselor advises that the student (in the counselor's opinion) presents a threat of danger to anyone including him/herself.

## **SECTION 6. ACADEMICS & EXTRACURRICULARS**

### **Academic Recognition**

Honor Roll - At the end of each grading period students who earned all A's and B's will be recognized on the Honor Roll.

Principal's List - At the end of each grading period students who earned all A's will be

recognized on the Principal's List.

### **Athletic Teams**

TCA offers participation in a limited number of school sports based on student interest and sufficient numbers of students to field teams. We have recently offered varsity and middle school boys basketball, girls basketball and girls volleyball, cross-country, and middle school co-ed soccer. Due to the size of our school and level of interest, some years we may not have enough students to field teams. At times, arrangements may be made with other Christian schools or homeschool groups. We are also open to starting new sports if student interest, numbers, funding, and coaches are available.

### **Bible Translation Statement**

Tri-State Christian Academy believes the Bible to be the only infallible, authoritative Word of God. While there are varying opinions as to which versions of the Bible are most accurate, we have chosen to use the New International Version of the Bible in our school as the official version, which will be used for memory verses. The primary reason for this choice is that it is easier for students to read and comprehend.

### **Chapel**

Students participate in a chapel service once a week which may vary year to year. The purpose of chapel is to come together in unity to worship the Lord and hear God's Word. Chapel presenters include teachers, local pastors, missionaries, and special guests. There will be a chapel for grades K-5 on Thursdays and grades 6-7 and 8-12 on Fridays.

### **Cheating**

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment. If it is determined that a student has indeed cheated, the following actions will be taken.

1. The principal will be notified
2. The student will confer with the principal.
3. The parents will be called and a conference arranged.
4. The student's grade will reflect the seriousness of the cheating offense.
5. The student will receive the disciplinary action that reflects the degree of the cheating offense.

### **Communication**

#### **Addressing Concerns**

If a parent has a question or concern related to a classroom situation, he/she should first meet with the particular classroom teacher. If there is a question or concern related to a non-classroom situation, he/she should first meet with the individual who has been assigned that area of responsibility (coach, student council sponsor, attendance director, etc.) If the matter is not resolved, the principal is the proper person to contact next. If a parent feels that he/she cannot accept the decision or explanation given by the principal, the final recourse is to take the matter to the administrator.

Jesus taught several principles for solving people-to-people problems:

- 1) Keep the matter confidential. Share only with those directly involved.

- 2) Keep the circle small. Most problems can be solved at the two-people level.
- 3) Be straightforward. Speak the truth in love.
- 4) Be forgiving.

### **FACTS Family Portal (formerly RenWeb)**

FACTS Family Portal is an online component that we offer to all of our TCA families to improve communication between school and home. This service allows you to check your child's homework assignments and current grades from home. Enrollment instructions are sent home at the beginning of the school year for new families. This service is included in the family enrollment fee.

### **Parent-Teacher Conferences**

Parent/Teacher Conferences may be scheduled at any time throughout the school year at the request of the parent or the teacher. These conferences should be scheduled in advance. "Drop-in" conferences before, after, or during school are not permitted as teachers may have other professional duties at those times and should be given time to prepare for the conference.

### **Curriculum**

While TCA is a Christian school, we do not limit our curriculum to what is published specifically for Christian schools (Abeka, BJU, etc.). We believe that our curriculum should address what best meets the academic needs of our school and promotes student achievement. Therefore, we use a combination of Christian and secular curricula under a standards-based approach to learning. Since we serve students from a three-state area, our goal is to meet the standards set by all three states.

### **Extracurricular Activity Eligibility**

Students participating in extracurricular activities must maintain a 2.5 GPA in the five core classes at mid-term reports and at the end of each grading period to be eligible to participate in extracurricular activities. This includes sports and social functions.

## Grading System

The following grading scale is used by K-12<sup>th</sup> grades at Tri-State Christian Academy.

ACHIEVEMENT	DESCRIPTION	LETTER GRADE	PERCENTAGE RANGE	G.P.A.
Excellent	Responsibilities carried out in an exceptional way, prepared in a logical clear manner. Given only for highest achievement and quality.	A+	97-100	4.7
		A	94-96	4.4
		A-	90-93	4.0
Above Average	Preparations and presentations consistently and distinctly superior. Shows initiative and thoroughness. Given for performance of high quality and well above average work.	B+	87-89	3.7
		B	84-86	3.4
		B-	80-83	3.0
Satisfactory	The basic essentials and requirements in quality and quantity. Student has met an acceptable standard indicative of the average student.	C+	77-79	2.7
		C	74-76	2.4
		C-	70-73	2.0
Just Passing	Class performance falls below the accepted standard, yet it is deserving of credit for the course.	D+	67-69	1.7
		D	64-66	1.4
		D-	60-63	1.0
Failing	No credit is granted	F	59 & Below	0

## Graduation Requirements

Grades 9-12 require a certain amount of class credits to work toward the graduating requirements.

Pennsylvania minimum graduation requirements for Religious Schools is 15 credits.

Pennsylvania minimum graduation requirements for Public Schools is 21 credits.

TCA minimum graduation requirements is 24 credits and include the following:

- 4 credits Bible
- 4 credits English/Language Arts
- 3 credits Math
- 3 credits Science
- 3 credits Social Studies
- 2 credit Humanities (foreign language, fine arts, etc.)
- 1 credit Computer
- 2 credits Electives

1 credit Health

1 credit Physical Education (PA requires 0.25 credits per year x 4 years)

The goal of education is not to meet the minimum number of credits to graduate. We advise students to take a challenging course load in order to receive the best possible high school education in order to prepare them for post-secondary education.

While a foreign language is not a graduation requirement, it is strongly recommended for college bound students as most colleges/universities require two credits for admission.

9<sup>th</sup> grade must have a total of 6 credits to promote to 10<sup>th</sup> grade.

10<sup>th</sup> grade must have a total of 12 credits to promote to 11<sup>th</sup> grade.

11<sup>th</sup> grade must have a total of 18 credits to promote to 12<sup>th</sup> grade.

12<sup>th</sup> grade must have a total of 24 credits to meet graduation requirements.

### **Homework Assignments**

Parents are urged to assist in seeing that homework is done. However, the work must be done by the child and he/she is fully responsible for it. Incomplete assignments due to family emergencies are to be accompanied by a written explanation from a parent or guardian. Teachers are encouraged to award daily points for homework completion and effort and not to grade it. We believe homework is for practice and reinforcement of the day's lesson and should allow for errors and misunderstanding.

### **Literature and Materials Policy**

The school will screen the contents of all literature and instructional materials to the best of their ability to see that there are no materials that are offensive or in opposition to our Christian worldview. However, if parents run across material that they believe is objectionable or questionable, they should notify the school administration of their concern.

### **Progress Reports**

Because of the ability of parents to track student grades and progress online through the RenWeb Family Portal at any time, hard copies of progress reports will only be sent home for students receiving a C or below mid-way through each grading period.

### **Pupil Promotion/Retention**

Promotion Policy: In grades K-8, students shall be promoted to the next grade level upon satisfactory completion of the previous grade level. If a student has received a failing grade in any two of the major subject areas (Language Arts, Math, Science, Social Studies), he/she shall be retained unless conferences between teacher, parent, and administration determine that it would be detrimental to the child. If the child receives a failing grade in one major subject area, he will be promoted but will be enrolled under academic probation the following year. Students in Grades 9-12 who receive a failing final grade for a course receive no credit for that course and, if a requirement to graduate, must repeat it and pass it in order to receive credit.

## Report Cards

Two copies of report cards will be sent home three times a year. Parents are urged to review their child's report card with care and then sign one copy and return it to school. The other copy is for your records. All questions are to be addressed to the child's teacher first. If an issue cannot be resolved it may be taken to the school principal. Arrangements must be made through the school office. The final report card will be mailed home in June after all financial obligations to the school have been fulfilled.

## Textbooks

Textbooks owned by the school are loaned to students for their use during the school year and are to be handled carefully. Students will be required to pay for lost or damaged books.

## **SECTION 7. INTERNET ACCEPTABLE USE POLICY**

Computers at Tri-State Christian Academy are to be used for educational purposes only. After receiving instruction, students may gain access to the Internet and e-mail for educational purposes only. The use of computers at Tri-State Christian Academy is a privilege, which can be revoked for non-compliance with the following standards.

### Internet Use

1. Internet can be used only by those students having parental permission on file.
2. Internet can only be used under supervision of a TCA staff member.
3. Internet can only be used using the TCA Wi-Fi KnightNet which employs a network filtering system.
4. Abusive, profane, or obscene content is not permitted.
5. Use of chat rooms or instant messaging is not permitted unless it is part of a classroom teacher's lesson plan.
6. Using the Internet to play games is not permitted unless they are educational games played under teacher direction.
7. Using the Internet to play music is not permitted.
8. Using the Internet to watch YouTube or similar websites is not permitted.
9. Promotion of unlawful or inappropriate activities in the school setting is prohibited (i.e., alcohol, tobacco, drugs, computer hacking, pornography, gambling).
10. Hypertext links to any inappropriate sites as described above are not permitted.
11. Downloading music or videos from Internet is prohibited.

*Disclaimer - TCA has a network filter in place, but there is always the possibility that a picture/image may sneak through the filter. This is not something that TCA can control, as all filters are not completely fail-proof.*

## **SECTION 8. SOCIAL MEDIA GUIDELINES**

Social Media, such as Instagram, Snapchat, Tik Tok, Twitter, Facebook, YouTube, etc., personal texting, and others are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of TCA. Students and parents must read the following guidelines to be aware of the student's responsibility in using social media as a member of the TCA school family.

Please use the following guidelines when posting on Social Media sites:



1. *Be authentic.* Be honest about your identity. Never pretend to be someone else when you post personally or as a student of TCA. Tracking tools enable supposedly anonymous posts to be traced back to authors. Be honest about yourself and your views without providing personal information that could be used against you.
2. *Be responsible.* Make sure you are aware of the Code of Conduct and Expectations stated in the TCA Handbook as you share personal views or information about yourself, other students, school personnel, or the school. **Inappropriate conduct revealed on social media will be dealt with in the same manner as inappropriate conduct at school.**
3. *Be cautious.* Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect upon your reputation, the reputation of your family and friends, the reputation of another student, and the reputation of your school or church.
4. *Be respectful and thoughtful.* As a member of the TCA family, be mindful of the school's commitment to a Christian worldview by showing respect and dignity for all people and to the civil, thoughtful discussion of opposing ideas. Remember that the Lord, your God, is omniscient and aware of all your communication.
5. *Be informed.* Become familiar with the terms of service, policies, and the appropriate code of ethics required on the Social Media sites and networks in which you participate.
6. *Be kind.* Cyber bullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text. **Those who engage in cyber bullying, including electronic texting, can be disciplined at school.**

No student is permitted to send nude or partially nude photographs of themselves or others to anyone at any time. If a student is reported to have sent any member of the TCA community anything that constitutes child pornography, the school will detain the student and call law enforcement.

## SECTION 9. CHROMEBOOK USER AND PROCEDURE GUIDE

### 1. CHROMEBOOK DISTRIBUTION

Parents/Guardians and students MUST sign and return the TCA 1:1 Chrome Book Initiative Student/Parent Agreement document before the Chromebook can be issued to their child.

- Students will pick up Chrome Books each morning and return them at the end of each day.
- All students in grades 5-12 are expected to use a school-issued Chromebook during the school day.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Tri-State Christian Academy.

### 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Front Office as soon as possible so that they can be taken care of properly.

#### 2a. General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook..
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a TCA number on them at all times and this must not be removed or altered in any way.
- Chromebooks should never be put in locker or any undesignated area. They should be in your classroom, with you in between classes, or on the charging station in the hall (6<sup>th</sup>-12<sup>th</sup>). Do not ever put your Chromebook in your locker or backpack.
- If your device needs to be repaired, please bring it to the Front Office as soon as possible.

## **2b. Carrying Chromebooks**

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case, take caution when placing other items to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into cases, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

## **2c. Screen Care**

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. <http://amzn.com/B008FPTID2>)

## **3. USING YOUR CHROMEBOOK**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be on the charging station when not in use.

## **3a. Backgrounds**

Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug gang related symbols or pictures will result in disciplinary actions.

### **3b. Sound, Music, Games**

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Headphones/earbuds may be used at the discretion of the teacher.

## **4. MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK**

The majority of students work will be stored in internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile internet devices.

- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The school is not responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.

## **5. SUPPORTING YOUR CHROMEBOOK**

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the years it is in use.

### **5a. Updating your Chromebook**

When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

### **5b. Procedures for Restoring your Chromebook**

If your Chromebook needs technical support for the operating system, all support will be provided by the school. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

### **5c. Apps and Extensions**

Applying apps/extensions from Chrome Web Store is prohibited without teacher or administrator permission. Students may request educational/instructional applications and the administration will determine educational value before allowing access.

## **6. PROTECTING & STORING YOUR CHORMEBOOK**

### **6a. Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in two ways:

- Record of district Title 1 identification number
- Serial number

### **6b. Account Security**

Students are required to use their school assigned Google account domain, user ID and password. The school can assist with lost passwords as necessary.

### **6c. Storing your Chromebook**

When students are not using their Chromebook in a class, they should store them on the charging station.

### **6d. Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds, the lunch room/gymnasium, computer labs, lockers, restrooms, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **7. REPAIRING/REPLACING YOUR CHROMEBOOK**

### **7a. Chromebook Repair Costs**

There will be an “Incident Fee” charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.

If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:

- Software issues = No cost

An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:

- Minimum of \$10 for first incident; \$20 for second incident; \$40 for third incident; \$80 for fourth incident and beyond.
- For example, water spills, missing keys, screen damage, or cracked cases.
- If damage to device is beyond repair, student may be responsible for the replacement value as described below in section 7c.

### **7c. Lost or stolen Chromebook and/or Accessories**

Chromebooks that are lost or stolen are the responsibility of the student.

Lost or stolen Chromebooks must be reported to your teacher or principal within 24 hours of the incident.

Student must pay the associated charges to replace the lost or stolen Chromebook and accessories.

- Chromebook: \$300
- Power cord: \$25
-

## **8. CHROMEBOOK TECHNICAL SUPPORT**

Technical support will be available through your teacher or principal. Services provided include the following:

- Distribution of loaner Chromebooks
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by SCHOOL STAFF

## **9. EXPECTATION OF PRIVACY**

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Administrator may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the internet via school owned computers.

## **10. RESPONSIBLE DIGITAL USE AND AWARENESS**

School-issued Chromebooks and other devices connected to school-owned Wi-Fi and internet should be used for educational purposes and students are to adhere to the TCA's Acceptable Use Policy and Student Internet Safety and all of its corresponding administrative procedures at all times as responsible digital citizens.

## **SECTION 10. HEALTH AND SAFETY**

### **Immunization Policy**

Students enrolling in TCA must meet current state immunization requirements by September 30<sup>th</sup> and submit records or show a written statement from the physician stating that immunizations were withheld due to medical reasons or an official exemption document if immunizations were withheld for personal/religious reasons. Failure to meet one of the above criteria will result in the student being excluded from school until such requirements are met.

### **Medication**

We strongly encourage that, whenever possible, the timing of taking medications be scheduled so that they can be taken at home. Only when no other arrangements can be made will it be acceptable for them to be taken at school.

If it is necessary for your child to be given a medication at school, the following requirements must be met:

1. Written request signed by the physician and parent/guardian for each and all prescriptions and non-prescription medications. The form must include the dosage to be given, the time the medication is to be given and how it is to be administered.
2. A separate form must be filled out for each medication.

**NO** student is to have medication in his possession at school. Medications (both prescribed and over-the-counter) must be kept in the school office. For this reason, no medication should ever be passed from one student to another. If this should happen, the students involved will be subjected to disciplinary action. The only exception to this is that students may keep prescribed inhalers or “epi-pens” on their person to self-administer these medications as needed as long as written documentation is on file as outlined below.

**NO medications will be given without completion of the above forms.**

All medications must be sent to school in the original container that must be properly labeled with the student’s name, name of the medication, dosage of medication to be given, and the time medication is to be given.

It will be the student’s responsibility to come to the office for self-administration of medication that will be taken in the presence of school personnel. Our staff will do their best to remind the younger children to report to the office to receive their medication at the proper time.

Should there be any change in the administration of the medication, notification is to be sent to the secretary in writing on the proper form signed by a physician.

*The school will assume no responsibility for liability in association with the administering of medications at school.*

**First Aid and Illness**

The school is equipped with first-aid supplies for use in case of accidents or illness. Any time a student is in need of any treatment, that action will be charted and kept on file in the nurse’s station.

When students are ill, parents will be contacted to **promptly** pick them up. Our general guideline for sending a child home is if they are vomiting or have a fever. If they have either of these symptoms at home before school, please keep them home.

Also, if they are continuously coughing or sneezing please keep them home. It is not likely to improve enough through the course of the day to warrant taking a chance on spreading illness to others.

**Communicable Diseases**

The Health Department requires that students with the following conditions be excluded from school:

- Strep Throat - may return to school 24 hours after medication has begun if no fever is present
- Chicken Pox - excluded from school until all lesions are crusted over
- Impetigo - may return after 24 hours of treatment is taken and no drainage present
- Hepatitis A - excluded from school at least 10 days after onset of jaundice

- Measles - excluded from school at least 5 days after rash appears
- Influenza (not stomach flu) - excluded from school until symptoms are gone
- Head Lice - excluded from school until 24 hours after treatment begins and head inspection by school personnel reveals no live nits
- Mumps - excluded from school 9 days after swelling occurs
- Ringworm - excluded until 24 hours of treatment taken
- Scabies - excluded until student and household contacts have been treated
- Conjunctivitis (pink eye) - excluded during acute state until discharge has ceased
- Common Cold - excluded from school until acute symptoms are gone
- HIV-Hepatitis B - approval of administration required

**Parents may assist in the health program by:**

1. Meeting the immunization requirements on time
2. Carefully observing children for signs of disease or sickness and keeping them home when ill (students must be free of fever for 24 hours in order to return to school).
3. Promptly sending in statements concerning a child's sickness
4. Providing a sound health program for your children at home which includes:
  - a. Adequate rest
  - b. Outdoor recreation
  - c. Balanced diet
  - d. Good study habits
  - e. Regular medical examinations
  - f. Encourage the importance of good hand washing to prevent illness

**Emergency Medical / Transportation Authorization Form**

Each parent must complete an emergency medical authorization form upon the child's enrollment. This form is to be kept at the school office as record of the student's home phone number, parents' employment numbers, family or friend's numbers, physician number, dentist number, and signature indicating permission to contact a licensed physician if one is not available. This must be on file by the first day of school.

**Fire / Tornado Drills / Lockdown Drills**

Fire drills will be held regularly with instruction as to the proper exiting and safety procedures for each event. Tornado drills will be held in the spring. Lockdown drills will be conducted.

**Policy of Search and Seizure**

Based on reasonable cause, Tri-State Christian Academy reserves the right to request any student to empty the contents of his/her pocket, purse, book bag, or the like or to provide access into any personal property including a vehicle. In the event that this request is not honored, the student will remain in the office until his/her parents or legal guardian can be contacted. At this point, refusal to honor said request may subject student to suspension or expulsion from the school.

## **SECTION 11. DRUG AND ALCOHOL POLICY**

### **Guidelines**

No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus). Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by TCA officials. All drug and alcohol offenses are cumulative and span all years a student is in attendance at TCA. The following items are prohibited:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication. For purposes of this policy, “drug” also includes all substances that have mind altering or function-altering effects on the body or impair a person’s ability to learn or conduct oneself appropriately, including but not limited to prescriptions and over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, all “synthetic,” “organic” or “designer” substances, all “look alike” drugs and all substances illegal under federal, state, or local law or illegal use of legal substances. Prescription medication, when taken as directed by the student’s physician, is not included in the definition of “drugs.”
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.
6. Any prescription or non-prescription medication that has not been approved through the school office.
7. Cigarettes, vaping devices, e-cigarettes, juuls, or other tobacco products.

Parents and other adults in the TCA community are at all times prohibited from serving or providing alcohol or drugs as defined by the school’s alcohol and drug policy to TCA students.

### **Testing**

In an effort to maintain drug and alcohol-free school, all students in grades 7 – 12 are subject to drug testing.

Drug and alcohol testing of students does not imply that TCA does not trust or believe in students, rather it illustrates the school’s care and concern for them. This program is intended primarily as a helping response to get students and their parents counseling and treatment when necessary, but it is also important to note that multiple positive test results may result in disciplinary consequences up to and including dismissal from TCA.



### Random Testing

- Students will be randomly selected by grade level.
- A list of students selected will be kept in a confidential file maintained by a designated administrator.
- The testing will be done on site using FDA approved urine drug screening kits.

### Selective Testing

- Students can be specifically selected to be drug and alcohol tested.
- Parents may, at their expense, request that their student be selected for testing.
- If a student has tested positive on a random test, the school may require that he/she be further tested.
- If school personnel have a reasonable suspicion that a student is under the influence of illegal drugs, alcohol or other substances at school or school related events, the student may be selected to be tested.
- Reasonable suspicion will be based on personal observations of a student's behavior, including their speech, appearance, or any impairment of their faculties.
- Information provided by a reliable source with personal knowledge or student possession of drugs, alcohol or medication not approved through the nurse's office may also constitute reasonable suspicion.
- Students subject to selective testing may be tested as part of the random pool testing on campus or parents may be required to transport the student from the school directly to a drug screening facility selected by the school.
- Student athletes may be required to complete drug and alcohol testing to participate in athletics.

### Deemed Positive

The following scenarios will result in the school treating a test as a positive result. These results are not subject to further testing or appeal.

- Refusal to submit to testing for any reason will be treated as a positive result.
- Any attempt to manipulate or beat the test will be treated as a positive result.
- Attempting to avoid testing in any manner will be treated as a positive result.
- Failure to complete testing on the same day within the designated time frame that the school requires testing in either the random or selective testing process, will be treated as a positive result.

- Refusal of a student or family to cooperate with searches or required drug and alcohol testing will result in disciplinary action up to and including dismissal from the school.

### First Positive Test

- The student and his or her family will be required to meet with the principal.
- The student will be placed on a probationary enrollment contract for a period determined by the school. If the student incurs another behavioral or academic infraction, including but not limited to a second positive test, while on the probationary contract, he/she may be dismissed from the school.
- The student may be suspended from school for up to three school days.
- The student must discontinue drug and alcohol use as verified by the selective testing process.
- The school may also, at its sole discretion:
  - Require that the student have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the school.
  - Require on-going counseling with a licensed therapist or counselor.
  - Require the family to provide a release allowing the school to speak to the student's treatment professionals to monitor the student's progress.

### Second Positive Test

If a student tests positive a second time for drugs or alcohol at any time during his/her enrollment at the school, the student will be dismissed from the school. All drug and alcohol testing infractions are cumulative and span all years a student is enrolled at TCA.

### Appealing a Positive Test

Parents of a student who test positive may request a second test be performed at their expense. Within 24 hours of being notified of a positive test result, the parents must put their request for a second test in writing to the Principal. A second test using a methodology selected by the school (hair, urine, mouth swab, etc.) will be performed at the parent's expense, at a time designated by the school and by a drug screening medical facility selected by the school. If the second test is negative, the student will remain in good standing with the school. If the second test is positive, the student will be subject to the consequences described in this policy. If a parent fails to request a second test within 24 hours of receiving notice of a positive test result, the appeal will be denied.

### **Sanctuary Policy**

A student may voluntarily seek assistance from a faculty member or administrator for substance use or abuse prior to any testing required by the school. The school will assist the student and

his/her family in getting an evaluation and appropriate treatment and resources. The student in need will be required to be evaluated by a licensed medical professional and have a treatment plan deemed appropriate by a Licensed Chemical Dependency professional and the school. The student's family must allow the school to speak to the student's treatment professionals to monitor the student's progress. The student will be required to participate in the selective drug and alcohol testing set forth above at the parents' expense. The school may at its sole discretion implement other requirements based on the situation. As long as the student in need complies with the requirements of the school regarding evaluation and follow up, they will not be subject to disciplinary consequences. Refusal of the student or family to cooperate or failure to complete any requirements for evaluation, testing and/or ongoing treatment may lead to disciplinary consequences up to and including dismissal from the school.

### **Confidentiality**

Confidentiality is an important element of the drug and alcohol testing program and the sanctuary policy, but it does not preclude the school from fulfilling its mandated reporting duties or informing parents or other adults deemed important for the evaluation, treatment and recovery of a student.

## **SECTION 12. Upper School 6th-12th Grade Discipline Policy**

### **Parent Notification of Conduct Concerns**

Teachers should be in contact with parents soon after the infraction if they deem it necessary. Communication with the teacher should not be conducted with the hearing or viewing of the student. Parents and teachers should work to resolve any discipline issues together and approach the student as a unified front. If further action is necessary involving the administration, both the parent and child will be brought in together to try to resolve the issue.

**Minor Offenses-** These will be dealt with in-class by the teacher whenever possible. Administration and parents will be notified if the offense becomes habitual or escalates in any manner.

**Major Offenses:** These require an immediate referral to the principal and may result in detention, infraction points, suspension, or expulsion.

### **DISCIPLINE PROTOCOL SYSTEM LEVELS**

1-3 Infraction points. Meeting with parents

4-6 Infraction points. Meeting with parents and the disciplinary board will take place. Students may be prohibited from all extra-curricular activities. (Sports, dances, end-of-the-year trips, etc.)

7-9 Infraction points. Meeting with parents and disciplinary board will take place plus prohibited from all extra-curricular activities. (Sports, dances, end-of-year trip.)

EXPULSION: 10 infraction points.

## **DISCIPLINARY PROBATION**

Students may be placed on probationary status if they do not respond positively to the discipline measures applied. Probation is a period of time given to a student to resolve a serious problem and may be enforced by the administration from 30-90 days. At the end of the probationary period, the Discipline Board will review the case and make recommendations as to further action needed or the student's enrollment status.

**The behavior concerns in the Discipline Policy for Grades 6-12 are not necessarily an exhaustive list, but rather an illustration of the types of conduct and activities which are unacceptable at TCA. This system is used as a guideline and is subject to change at any time as deemed necessary by the administration. Some problems warrant special consideration and will be dealt with on an individual basis.**

Any unforeseen conduct violation will be handled by the administration. These situations could include: committing a serious breach of conduct inside or outside the school, which has an adverse effect on the testimony of the school. Action taken by the school will be based on the nature and degree of the offense and will be left to the administrator's discretion. Acts of rebellion against school norms or a complete lack of cooperation by students or parents could result in expulsion.